# In-City Residency Application Instructions

## First Semester/Transfer/Non-Degree Students

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sign into BMCC Portal (<a href="https://mybmcc.bmcc.cuny.edu/my.policy">https://mybmcc.bmcc.cuny.edu/my.policy</a>) with your BMCC User ID and Password</td>
</tr>
<tr>
<td>Note: Username and password are the same as your BMCC email account/BMCC PC log in. For Help: room s-141 or 212-220-8002</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Look for this “Student Forms” icon and click on it</td>
</tr>
<tr>
<td>3</td>
<td>Look for the “Office of the Registrar” heading and click on the dashes</td>
</tr>
<tr>
<td>4</td>
<td>Click on “Residency Survey- First Semester Students Only” link</td>
</tr>
<tr>
<td>5</td>
<td>Submit your answers online and disregard the attached forms – how easy is that?!</td>
</tr>
</tbody>
</table>

## Continuing Students

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Complete &amp; Sign Application Forms*</td>
</tr>
<tr>
<td>2</td>
<td>Provide 2 Documents Proving your NYC Address*</td>
</tr>
<tr>
<td>3</td>
<td>Provide 1 Document Proving your Citizenship/Immigration Status*</td>
</tr>
<tr>
<td>4</td>
<td>Submit Application and Documents Before Semester Ends**</td>
</tr>
</tbody>
</table>
Student Information

First Name ____________________________________

Last Name ____________________________________

Student ID ____________________________________

Semester □ Fall □ Spring □ Summer

Year 20_______

Application Checklist

☐ Two (2) Documents Proving NYC Address

☐ Documents Proving Citizenship/Immigration Status

☐ Application Forms
   (Part A and C are required for all students- Part B is only required for Undocumented Students)

Important Information: To qualify for In-City Resident Tuition; students must possess an approved citizenship/immigration status, reside in New York State for 12 months before the semester starts, and reside in New York City for 6 months before the semester starts or attended a New York State high school for 2 or more years and received a diploma (or received a GED from the state of New York) within 5 years of applying to any CUNY school. BMCC will not make residency determinations retroactively for prior semesters and will not issue refunds to students even in cases where they would have qualified for the resident rate if they had submitted timely documentation- you should submit your application before the semester begins to ensure accurate billing and financial aid.
Residency – Proof of Address

Provide two (2) forms of documentation listed below*

<table>
<thead>
<tr>
<th>ID</th>
<th>New York State Driver’s License/ Permit or NYC ID (issued one year before the start of the term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tax Returns</td>
<td>Federal + New York State Tax Returns + W2 Form (all 3 items are required to count as 1 document)</td>
</tr>
<tr>
<td>Housing</td>
<td>Insurance policy, Lease, Deed (if your name is not on the Lease- see Alternative Lease)</td>
</tr>
<tr>
<td>Bank Statements</td>
<td>12 consecutive statements**</td>
</tr>
<tr>
<td>Credit Card, Energy, Cable or Phone Bills</td>
<td>12 consecutive statements**</td>
</tr>
<tr>
<td>Civil Services</td>
<td>Voter Registration Card, Juror Duty Served Letter, or Public Assistance Award Letter</td>
</tr>
<tr>
<td>Automobile</td>
<td>Insurance Certificate, or Automobile Registration</td>
</tr>
</tbody>
</table>

*If you are under the age of 24 on the first day of class, documents can be in either the student name or the parent’s name (conditional on student providing a Birth Certificate or Tax Returns with the student claimed as a Dependent)

**Statements covering the first and last months of the previous 12 months period are acceptable provided that they show the student living at the same address. Otherwise, twelve consecutive statements must be provided.

**Fall 2018 Examples (documents range 08/27/17 – 08/27/18)**

- Unexpired NYC ID (issued on or before 8/27/17)
- Unexpired NYS Driver’s License (issued on or before 8/27/17)
- 2017 Tax Returns (complete Federal & State Tax Returns with all W2s)
- Apartment Lease (effective August 2017 through August 2018)
- Statements (August 2017 and August 2018 if the same address)
- Statements (All August 2017 through August 2018 if different address)

**Spring 2019 Examples (documents range 01/27/18 – 01/27/19)**

- Unexpired NYC ID (issued on or before 01/27/18)
- Unexpired NYS Driver’s License (issued on or before 01/27/18)
- 2017 Tax Returns (complete Federal & State Tax Returns with all W2s)
- Apartment Lease (effective January 2018 through January 2019)
- Statements (January 2018 and January 2019 if showing the same address)
- Statements (All January 2018 through January 2019 if different address)

Additional documents may be requested by the college if necessary to ascertain a student’s residency.
More information can be found at http://www bmcc.cuny.edu/registrar/
Residency – Citizenship/Immigration

Qualified immigration status; Permanent Residents, Select VISA Recipient, Refugee, Granted Asylum/Deportation, Adjustment Pending Status, Temporary Protected Status (TPS), Deferred Enforced Departure (DED), Deferred Action on Childhood Arrival (DACA), Late Amnesty Applicant, NACARRA Applicant, and Select Parolees.

Please provide item(s) from one (1) of the following check boxes:

☐ US Citizen: Birth Certificate, US Passport, or Naturalization Papers

☐ Permanent Resident Alien Card (green card) or USCIS Form I-90 (for card replacement)

☐ Copy of USCIS Form I-90: Application to Replace Permanent Resident Card, along with a U.S. Postal Service return receipt/cancelled check or money order


☐ Unexpired Employment Authorization Card: A3, A5, A10, A11, A12, C8, C9, C10, C11, C14, C19, C24, C33

☐ Unexpired Conditional Permanent Resident Card: Form I-551 with a two (2) year expiration date

☐ Receipt for USCIS Form I-751: Petition to Remove the Conditions on Residence; or Proof of an application pending for adjustment of status

☐ Receipt for USCIS Form I-698: Application to Adjust Status from temporary to Permanent Resident

☐ I-551 Stamp in Passport indicating evidence of lawful permanent residence. Expired stamps may be accepted

☐ Decision from USCIS or the Immigration Judge granting Asylum or Withholding of Deportation or Removal

☐ Refugee Travel Document

☐ I-94 Arrival/Departure record with Employment Authorization Stamp and the notation “Asylum granted” or “Refugee granted”

☐ A USCIS Receipt Notice for the Adjustment of Status Application: Form I-797C indicating that the receipt is for an I-485 Adjustment of Status application

☐ A USCIS Receipt indicating that the fee for the adjustment application has been received. This receipt usually lists application type (in this case I-485), name of the applicant, alien number (“A” number) and the amount paid

☐ A USCIS Receipt of Application for TPS (Form I-821)

☐ A USCIS letter granting TPS

☐ Form I-797 granting Deferred Action, Deferred Enforced Departure status, or Deferred Action for Childhood Arrivals (No Exhibit)

☐ An USCIS Receipt Form I-881

☐ A USCIS decision granting parole

Please visit our website for a comprehensive list of inclusions and exclusions
CITY UNIVERSITY RESIDENCY FORM

CUNY RESIDENCY FORM: Part A

1. Last Name __________________________ First Name __________________________ Middle Initial ______

2. CUNYfirst ID/Student ID __________________ Date of Birth __________________

   Phone No.( ) __________ Email address: ________________________________

3. Are you a U.S. citizen? Yes ☐ No ☐ Are you a permanent resident alien? Yes ☐ No ☐

   Are you here on a visa? Yes ☐ No ☐ Visa type: _______ Expiration Date: __________

4. Did you attend a New York State high school for two or more years, and graduate from that high school?

   Yes ☐ No ☐ If yes, high school name and address ______________________________

   Date of Attendance From: _______ To: _______ Graduation Date __________________

5. Do you have a GED/TASC issued by NYS? Yes ☐ No ☐ Date Issued: __________

6. If you answered “yes” to item 4 or 5, did you apply to CUNY within 5 years of your high school graduation or receiving a GED/TASC? Yes ☐ No ☐ Date of first application to CUNY: __________

7. Are you a veteran or other individual eligible for educational assistance under federal GI bills? Yes _____No _____ If yes, attach supporting documents.

IMPORTANT: If you answered “yes” to question 4 or 5, and to question 6, and are not lawfully present in the US, you need to complete Section B (affidavit) of this Residency Form but not Section C. If you answered “yes” to question 4 or 5, and to question 6, and are a resident of another state, you do not need to complete any other sections of this form. If you answered “yes” to question 7, you do not need to complete any other sections of this form. All other students must complete Part C of this form and submit appropriate supporting documentation.

Please note that some students who are here on visas may not be eligible for the resident tuition rate. Please refer to the CUNY Tuition and Fee Manual (see link below) for a comprehensive list of eligible visa types.

To Be Completed by All Students

I certify that all information provided and all statements made in all sections of this Residency Form are true and correct to the best of my knowledge.

I understand that if I provide false information or withhold relevant information in order to obtain resident status, The City University may revoke its determination of in-state residency, and that I will owe non-resident tuition to the University for each semester or session that I have attended under these circumstances. I also understand that I may be subject to disciplinary action.

DATE ___________________________ STUDENT SIGNATURE ______________________________

• The colleges will not review any residency determination unless the request for the review is made in writing, and all required documentation is submitted on or before the last day of finals in the semester for which resident tuition is being sought.

• Complete rules regarding eligibility for the resident tuition rate and appeals procedure are set forth in CUNY’s Tuition and Fee Manual at http://www.cuny.edu/about/administration/offices/la/tuition-fee-manual.html
CUNY RESIDENCY FORM: Part B

Affidavit of Intent to Legalize Immigration Status

_____________________________, being duly sworn, deposes and says that he/she does not currently have lawful immigration status but, has filed an application to legalize his/her immigration status or will file such an application as soon as he/she is eligible to do so.

__________________________________
(Student's Signature)

Sworn to me this _________________day of the month of _______________ ,20___
______________________, State of New York, County of _____________________.

__________________________________
(Student's Name)
CUNY RESIDENCY FORM: Part C

Semester: ______________

1. Last Name ____________________________ First Name ________________ Middle Initial ______

2. CUNYfirst ID/Student ID______________ Email: ________________________________

3. Current Address ________________________________________________________________

   A. Live with parents ____________, or other relatives ____________, or other than a relative ____________
      1) If other relatives, describe relationship. ____________________________________________
      2) If other than a relative, describe situation. __________________________________________

4. List below all your addresses, including temporary addresses and summer addresses during the past 12 months, starting from your current address and working backwards.

<table>
<thead>
<tr>
<th>FROM</th>
<th>TO</th>
<th>COMPLETE ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mo ___ Day ___ Yr ___</td>
<td>Mo ___ Day ___ Yr ___</td>
<td>________________________________</td>
</tr>
<tr>
<td>Mo ___ Day ___ Yr ___</td>
<td>Mo ___ Day ___ Yr ___</td>
<td>________________________________</td>
</tr>
<tr>
<td>Mo ___ Day ___ Yr ___</td>
<td>Mo ___ Day ___ Yr ___</td>
<td>________________________________</td>
</tr>
</tbody>
</table>

4. A. Parents' permanent address _______________________________________________________

   CITY       STATE       ZIP

4. B. If you are under the age of 18, does anyone other than your parents serve as your legal guardian? Yes____ No____

   If yes, what is their name and address? ________________________________________________

   CITY       STATE       ZIP

4. C. Where did you live during the last June through August period? If different from 4.A., give reason for being elsewhere during period

   ____________________________________________
5. A. Please list below all full-time and part-time employment (including summer employment and voluntary activities) during the past 12 months starting with the most recent employment.

<table>
<thead>
<tr>
<th>EMPLOYER</th>
<th>ADDRESS (CITY/STATE)</th>
<th>FROM</th>
<th>TO</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

B. What is the source of your support?

C. Did you file a New York City/State resident income tax return during the past 12 months? ______

D. Did you file a Federal income tax return during the past 12 months? __________________________

6. What are your purposes for residing in New York City or New York State? _______________________

7. Have you applied for any financial aid, scholarships, or other benefits provided under the laws of the State of New York or the United States? Yes _____ No _____
   If yes, specify and indicate what benefits you are receiving. ________________________________
   ___________________________________________________________________________________

8. At the present time is it your intention to permanently live in New York City or New York State?
   Yes _____ No _____ Uncertain _____ If uncertain, please explain. ____________________________
   ___________________________________________________________________________________

9. Do you have any other proof other than the items indicated for completing the Residency Form that you wish to present in support of your application to be declared a resident of New York City/New York State for the City University of New York tuition purposes? Yes _____ No _____
   If yes, please provide details and attach relevant documents.
   ___________________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________